

**STATE OF MISSOURI**MISSOURI BOARD FOR ARCHITECTS, PROFESSIONAL ENGINEERS, PROFESSIONAL  
LAND SURVEYORS AND PROFESSIONAL LANDSCAPE ARCHITECTS**APPLICATION FOR A CORPORATE CERTIFICATE OF AUTHORITY**

3605 MISSOURI BLVD., SUITE 380

JEFFERSON CITY, MISSOURI 65109

TELEPHONE: 573/751-0047

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**INSTRUCTIONS - PLEASE READ BEFORE PREPARING APPLICATION**

ALL INFORMATION REQUESTED ON THIS FORM MUST BE **TYPEWRITTEN**.  
UNLESS ALL REQUIRED INFORMATION IS FURNISHED, THE APPLICATION WILL NOT BE  
PROCESSED.

**THIS APPLICATION MUST BE ACCOMPANIED BY THE FOLLOWING:**

1. Check or money order for \$200, payable to Missouri Board for Architects, Professional Engineers, Professional Land Surveyors and Professional Landscape Architects.
2. Both domestic and foreign corporations must submit an original "Missouri" Certificate of Good Standing. You must obtain this document from the Missouri Secretary of State's office by calling (573) 751-4153.

Any domestic corporation formed under the corporation law of this state, or any foreign corporation, now or hereafter organized and having as one of its purposes the practicing of architecture or professional engineering or professional land surveying or professional landscape architecture and any existing corporation which amends its charter to propose to practice architecture or professional engineering or professional land surveying or professional landscape architecture shall obtain a certificate of authority for each profession named in the articles of incorporation from the board which shall be renewed in accordance with the provisions of section 327.171 or 327.261, 327.351 or 327.621, as the case may be. Refer to 327.401 RSMo.

**A separate certificate of authority for each profession is required where the corporation proposes to engage in the practice of one or more of the professions.**

INDICATE BELOW WHICH OF THE FOLLOWING SERVICES ARE NAMED AS A PURPOSE IN YOUR ARTICLES OF INCORPORATION.

☐ ARCHITECTURE ☐ ENGINEERING ☐ LAND SURVEYING ☐ LANDSCAPE ARCHITECTURE

Mail application, application filing fee, and certificate of good standing to: Missouri Board for Architects, Professional Engineers, Professional Land Surveyors and Professional Landscape Architects, 3605 Missouri Boulevard, Jefferson City, Missouri 65109. If you have any questions, you may call (573) 751-0047. Web site: <http://pr.mo.gov/apelsla.asp>

**GENERAL INFORMATION**

1. NAME OF CORPORATION AS FILED WITH THE MISSOURI SECRETARY OF STATE

2. PHONE NUMBER

3. MAILING ADDRESS

CITY

STATE

ZIP CODE

4. E-MAIL ADDRESS

5. CORPORATION SEEKS AUTHORITY TO ENGAGE IN: (ARCHITECTURE, ENGINEERING, LAND SURVEYING OR LANDSCAPE ARCHITECTURE - NAME ONLY ONE)

6. CORPORATION WAS ORGANIZED AND IS EXISTING UNDER THE LAWS OF THE STATE OF: (NAME STATE)

**RECORD OF CHARGES, CONVICTIONS AND FINES IMPOSED ON CORPORATION****YES****NO**

Has your corporation been the subject of disciplinary action, or entered into any type of settlement agreement, providing for any limitation on the corporations' ability to practice, or monetary penalty or payment of costs in any other licensing jurisdiction? If "YES", please attach a copy of the charges, findings and order to this application.

**LICENSED MANAGING AGENT**

The following Missouri licensee will have charge of, direct and be responsible for the proper conduct of the above named corporation in the State of Missouri so far as the same relates to the

practice of \_\_\_\_\_ in Missouri.  
(PROFESSION CORPORATION SEEKS AUTHORITY TO ENGAGE IN)

**FOR BOARD USE ONLY**

CHECK DATE

1. NAME OF MANAGING AGENT

2. MISSOURI LICENSE NUMBER

CHECK NUMBER

3. BUSINESS ADDRESS OF MANAGING AGENT

AMOUNT

**MANAGING AGENT**

Pursuant to Board Rule 20 CSR 2030-10.010(2)... "The managing agent shall be an owner or officer of a corporation, or member of a limited liability company, or a full-time employee of a corporation or a limited liability company. **If the managing agent is also the person providing immediate personal supervision, as defined by board rule(s) 20 CSR 2030-13.010 and/or 20 CSR 2030-13.020, then that person must be employed directly under the licensee's organizational structure.**

(3) The managing agent's responsibilities include:

- (A) Renewal of the certificate of authority and notification to the board of any changes in the firm;
- (B) Overall supervision of the professional and licensing activities of the firm and its employees;
- (C) Assurance that the firm institutes and adheres to policies that are in accordance with Chapter 327 RSMo and 20 CSR 2030; and
- (D) Assurance, in the case of multiple offices, that the requirements for immediate personal supervision, as defined by board rule(s) 20 CSR 2030-13.010 and or 20 CSR 2030-13.020 are being met."

**AFFIDAVIT OF LICENSED MANAGING AGENT**

I, \_\_\_\_\_ certify that I am a licensed  
(NAME OF LICENSED MANAGING AGENT)

\_\_\_\_\_ in the state of Missouri and that I consent to  
(ARCHITECT, PROFESSIONAL ENGINEER, PROFESSIONAL LAND SURVEYOR OR PROFESSIONAL LANDSCAPE ARCHITECT)

be the managing agent responsible for the proper conduct of all of the \_\_\_\_\_  
(ARCHITECTURAL, ENGINEERING, LAND SURVEYING OR LANDSCAPE ARCHITECTURE)

activities in the State of Missouri of \_\_\_\_\_  
(NAME OF CORPORATION)

I further certify that as managing agent I will be responsible for the following:

- Renewal of the certificate of authority and notification to the board of any changes in the firm;
- Overall supervision of the professional and licensing activities of the firm and its employees;
- Assurance that the firm institutes and adheres to policies that are in accordance with Chapter 327 RSMo and 20 CSR 2030; and
- Assurance, in the case of multiple offices, that the requirements for immediate personal supervision, as defined by board rule(s) 20 CSR 2030-13.010 and or 20 CSR 2030-13.020 are being met.

\_\_\_\_\_  
SIGNATURE OF LICENSED MANAGING AGENT

**AFFIDAVIT OF CORPORATE PRESIDENT**

I, \_\_\_\_\_ the undersigned affiant, do  
(PRESIDENT OF CORPORATION)

hereby certify that the directors of \_\_\_\_\_, have voted to  
(NAME OF CORPORATION)

designate and assign the responsibility for the proper conduct of all the \_\_\_\_\_  
(ARCHITECTURAL, ENGINEERING, LAND SURVEYING OR LANDSCAPE ARCHITECTURE)

activities done in Missouri for such corporation to \_\_\_\_\_ and that such individual is:  
(NAME OF LICENSED MANAGING AGENT)

(Check all that apply. At least one must be checked.)

☐ Owner ☐ Officer ☐ Fulltime Employee

\_\_\_\_\_  
SIGNATURE OF PRESIDENT OF CORPORATION

**CORPORATION OFFICERS**

Pursuant to Board Rule 20 CSR 2030-10.010(1) "A corporation desiring a certificate of authority authorizing it to render architectural, professional engineering, land surveying or landscape architectural services in this state shall submit an application to the executive director of the board, listing the names and addresses of all officers and directors for a corporation or members for a limited liability company. It shall also list the managing agent for each profession who is licensed in this state to practice architecture, engineering, surveying or landscape architecture."

If there is any change in any of the persons listed in the corporation's application, the change shall be reported on a new form and submitted to the executive director of the board within thirty (30) days after the effective date of the change.

**LIST OF CORPORATION OFFICERS**

List below the name, address and title of each officer of the corporation. If any such officer is also licensed by the Missouri Board for Architects, Professional Engineers, Professional Land Surveyors and Professional Landscape Architects, list his/her license number.

NAME	ADDRESS	TITLE	MO. LICENSE NUMBER

**LIST OF LICENSEES EMPLOYED BY CORPORATION**

List below the name, address and Missouri license number of each licensed architect, professional engineer, professional land surveyor or professional landscape architect whose professional services were engaged by the corporation as of the date of this application.

NAME	ADDRESS	MO. LICENSE NUMBER

**CERTIFICATION**

It is hereby certified that the corporation is in good standing on the records of the office of the Missouri Secretary of State, as of the date of this application.

I further certify that the statements and representations made in the foregoing application are true this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

NAME OF CORPORATION

SIGNATURE OF PRESIDENT OF CORPORATION

**CHAPTER 10. CORPORATIONS****20 CSR 2030-10.010 Application for Certificate of Authority**

*PURPOSE: This rule establishes standards for corporations to obtain and maintain certificates of authority.*

- (1) A corporation desiring a certificate of authority authorizing it to render architectural, professional engineering, land surveying or landscape architectural services in this state shall submit an application to the executive director of the board, listing the names and addresses of all officers and directors for a corporation or members for a limited liability company. It shall also list the managing agent for each profession who is licensed in this state to practice architecture, engineering, surveying or landscape architecture.
- (2) The managing agent shall be an owner or officer of a corporation, or member of a limited liability company, or a full-time employee of a corporation or a limited liability company. If the managing agent is also the person providing immediate personal supervision, as defined by board rule(s) 20 CSR 2030-13.010 and/or 20 CSR 2030-13.020, then that person must work in the same office where the work is being performed.
- (3) The managing agent's responsibilities include:
  - (A) Renewal of the certificate of authority and notification to the board of any changes in the firm;
  - (B) Overall supervision of the professional and licensing activities of the firm and its employees;
  - (C) Assurance that the firm institutes and adheres to policies that are in accordance with Chapter 327, RSMo and 20 CSR 2030; and
  - (D) Assurance, in the case of multiple offices, that the requirements for immediate personal supervision, as defined by board rule(s) 20 CSR 2030-13.010 and/or 20 CSR 2030-13.020, are being met.

(4) A certificate of authority is not required by a principal firm if the work is being done by a subconsultant who is licensed in this state. The principal firm cannot advertise itself as being able to provide architecture, engineering, land surveying, or landscape architecture services, or include the names of those professions in the name of their firm unless exempted pursuant to section 327.101(7), RSMo or section 327.191(5), RSMo.

(5) A corporation which is currently authorized by this board to provide professional services may continue to renew its certificate of authority under the rules that were in effect prior to October 30, 2005 so long as the persons listed in the corporation's application do not change. If there is any change in any of the persons listed in the corporation's application, the provisions in this rule 20 CSR 2030-10.010 shall apply. The change shall be reported on a new form and submitted to the executive director of the board within thirty (30) days after the effective day of the change.

*AUTHORITY: section 327.041, RSMo Supp. 2007.\* This rule originally filed as 4 CSR 30- 10.010. Original rule filed Dec. 8, 1981, effective March 11, 1982. Amended: Filed Oct. 30, 2002, effective April 30, 2003. Rescinded and readopted: Filed May 13, 2005, effective Nov. 30, 2005. Moved to 20 CSR 2030-10.010, effective Aug. 28, 2006. Amended: Filed June 14, 2007, effective Dec. 30, 2007. Amended: Filed Feb. 22, 2008, effective Aug. 30, 2008.*

\*Original authority: section 327.041, RSMo 1969, amended 1981, 1986, 1989, 1993, 1995, 1999, 2001.

**CHAPTER 13. SUPERVISION****20 CSR 2030-13.010 Immediate Personal Supervision**

*PURPOSE: This rule defines immediate personal supervision for architects, professional engineers, and professional landscape architects.*

- (1) Immediate personal supervision is a combination of activities by which a licensee maintains control over those decisions that are the basis for the findings, conclusions, analysis, rationale, details, and judgments that are embodied in the development and preparation of the technical submissions. Immediate personal supervision requires providing personal direction, oversight, inspection, observation, and supervision of work being performed.
  - (2) Communications between the licensee and those persons who are performing the work include, but are not limited to, use of any of the following ways: direct face-to-face communications; written communications; U.S. mail; private express package delivery; electronic mail; facsimiles; telecommunications; or other current technology; provided that the licensee retains, maintains, and asserts continuing control and judgment.
  - (3) The licensee who signs and seals technical submissions in accordance with the provisions of section 327.411, RSMo, must be familiar with decisions made during preparation of the technical submissions in sufficient detail as to be able to personally answer any questions regarding substantive decisions as to the design.
    - (A) The client requesting preparation of specifications, drawings, reports, design surveys, or other technical submissions makes the request directly to the licensee or an employee of the licensee so long as the employee is employed directly under the licensee's organizational structure;
    - (B) The licensee provides initial direction in development of the design and supervises each step of the preparation of the specifications, drawings, reports, design surveys, or other technical submissions and has input into their preparation prior to their completion;
    - (C) The licensee is not employed by the client solely for the purpose of reviewing and approving specifications, drawings, reports, design surveys, or other technical submissions prepared by an unlicensed person, employee, or contractor of the client;
    - (D) The licensee reviews the final specifications, drawings, reports, design surveys, or other technical submissions and is able to, and does make, necessary and appropriate changes to them; and
    - (E) In circumstances where a licensee in responsible charge of the work is unavailable to complete the work, or the work is a site adaptation of a standard design drawing, or the work is a design drawing signed and sealed by an out-of-jurisdiction licensee, a successor licensee may take responsible charge by performing all professional services to include developing a complete design file with work or design criteria, calculations, code research, and any necessary and appropriate changes to the work. The non-professional services, such as drafting, need not be redone by the successor licensee but must clearly and accurately reflect the successor licensee's work. The burden is on the successor licensee to show such compliance. The successor licensee shall have control of and responsibility for the work product and the signed and sealed originals of all technical submissions.
  - (5) The specifications, drawings, reports, design surveys, or other technical submissions shall be signed and sealed per the provisions of section 327.411, RSMo.
 

*AUTHORITY: section 327.041, RSMo 2016.\* This rule originally filed as 4 CSR 30-13.010. Original rule filed Dec. 8, 1981, effective March 11, 1982. Amended: Filed Dec. 16, 1988, effective Feb. 24, 1989. Amended: Filed Oct. 30, 2002, effective June 30, 2003. Amended: Filed Dec. 1, 2005, effective June 30, 2006. Moved to 20 CSR 2030-13.010, effective Aug. 28, 2006. Non-substantive change filed Oct. 21, 2015, published Dec. 31, 2015. Amended: Filed March 20, 2018, effective Sept. 30, 2018.*

*\*Original authority: 327.041, RSMo 1969, amended 1981, 1986, 1989, 1993, 1995, 1999, 2001, 2010, 2014.*
- 20 CSR 2030-13.020 Immediate Personal Supervision for Professional Land Surveyors**
- PURPOSE: This rule defines immediate personal supervision for professional land surveyors.*
- (1) Immediate personal supervision is a combination of activities by which a professional land surveyor

maintains control over those decisions that are the basis for the findings, conclusions, analysis, rationale, details, and judgments that are embodied in the development and preparation of plats, maps, preliminary subdivision plans, drawings, reports, descriptions, surveys, or other technical submissions. Immediate personal supervision requires providing personal direction, oversight, inspection, observation, and supervision of work being performed.

(2) Communications between the professional land surveyor and those persons who are performing the work include, but are not limited to, use of any of the following ways: direct face-to-face communications; written communications; U.S. mail; private express package delivery; electronic mail; facsimiles; telecommunications; or other current technology; provided that the professional land surveyor retains, maintains, and asserts continuing control and judgment.

(3) The professional land surveyor who signs and seals plats, maps, preliminary subdivision plans, drawings, reports, descriptions, surveys, or other technical submissions in accordance with the provisions of section 327.411, RSMo, must be familiar with decisions made during preparation of the documents in sufficient detail as to be able to personally answer any questions regarding substantive decisions.

(4) Plats, maps, preliminary subdivision plans, drawings, reports, descriptions, surveys, or other technical submissions will be deemed to have been prepared under the immediate personal supervision of a professional land surveyor when the following circumstances exist—

(A) The client requesting preparation of plats, maps, preliminary subdivision plans, drawings, reports, descriptions, surveys, or other technical submissions makes the request directly to the professional land surveyor or an employee of the professional land surveyor, so long as the employee is employed directly under the professional land surveyor's organizational structure;

(B) The professional land surveyor provides initial direction and supervises each step of the preparation of the plats, maps, preliminary subdivision plans, drawings, reports, descriptions, surveys, or other technical submissions and has input into their preparation prior to their completion;

(C) The professional land surveyor is not employed by the client, solely for the purpose of reviewing and approving plats, maps, preliminary subdivision plans, drawings, reports, descriptions, surveys, or other technical submissions prepared by an unlicensed person, employee, or contractor of the client; and

(D) The professional land surveyor reviews the final plats, maps, preliminary subdivision plans, drawings, reports, descriptions, surveys, or other technical submissions and is able to, and does make, necessary and appropriate changes to them.

(5) During a land survey the professional land surveyor shall:

(A) Supervise and review prior to making the survey the acquisition of all necessary records and data including, but not limited to, deeds, maps, certificates of title, abstracts of title, section line, and other boundary line locations in the vicinity;

(B) Supervise and review prior to making the survey the analysis of all the record data in order to determine the most nearly correct legal boundaries of the tract to be surveyed;

(C) Supervise and review the investigation of the selection of the ground control (such as section corners, block corners, survey corners, or other corners or monuments found) as a result of the filed survey to be used to position the survey on the ground; and

(D) Supervise and review the execution of the survey, the survey computations, and the preparation of the drawing.

(6) The plats, maps, preliminary subdivision plans, drawings, reports, descriptions, surveys, or other technical submissions shall be signed and sealed according to section 327.411, RSMo.

*AUTHORITY: section 327.041, RSMo 2016.\* This rule originally filed as 4 CSR 30-13.020. Original rule filed Dec. 16, 1988, effective Feb. 24, 1989. Amended: Filed Dec. 1, 2005, effective June 30, 2006. Moved to 20 CSR 2030-13.020, effective Aug. 28, 2006. Nonsubstantive change filed Oct. 21, 2015, published Dec. 31, 2015. Amended: Filed March 20, 2018, effective Sept. 30, 2018.*

*\*Original authority: 327.041, RSMo 1969, amended 1981, 1986, 1989, 1993, 1995, 1999, 2001, 2010, 2014.*